

To: District Testing Coordinator

From: Ashley McGrath | NAEP State Coordinator | amcgrath@mt.gov | (406) 444 -3450

Subject: What to Expect in NAEP 2015? «District_Name»'s Scheduled Assessment Dates



Dear District Testing Coordinator,




I hope your school year is off to a great start! I wanted to personally thank you for all of the time you devoted and extended assistance you offered in notifying «District_Name» principals of their National Assessment of Educational Progress (NAEP) 2015 school selection. With over 370 Montana schools selected to participate in mathematics, reading, and science at grades 4 and 8, I am looking forward to collaborating with you to ensure this administration is a success! You are receiving this letter as you have two or more schools in «District_Name» district selected to participate in the NAEP assessment. Students will take the assessment for about 90 minutes which includes transition time and instructions. NAEP representatives will administer the assessment, bring all necessary materials and equipment, and provide significant support to your school. As always, students do not need to prepare for the assessment and a given student is tested in only one subject. «District_Name» will play an important role by participating, and I appreciate your full support to make this a meaningful experience for your school(s) and students.

WHAT'S NEXT?

Please take a moment to review the 8 topics that address these five following sections. This letter contains some important information regarding:

1. **August communication to «District_Name»'s principals**
2. **Registration status of schools**
3. **Designation of NAEP School Coordinators**
4. **School assessment dates and special studies**
5. **Making this administration a success**

Item 1	August communication to «District_Name»'s principals
	<p>In August, school Principals were asked to log into the MyNAEP website and designate a NAEP School Coordinator by September 3rd. The NAEP School Coordinator will be our single point of contact for all matters pertaining to the assessment and serve as the liaison for all NAEP activities in the school. Principals were asked to designate a person who informed about student participation in statewide assessments; knowledgeable about collecting student information; and familiar with using a computer, since all assessment preparation activities will be completed online.</p> <p>In June, District Authorized Representatives were sent an e-mail highlighting new features of NAEP 2015. This year schools will participate in electronic pre-assessment visits (ePAV) and online Teacher and School Questionnaires. Consequently, Montana will be awarding renewal units to NAEP School Coordinators who successfully complete all NAEP tasks during the assessment window. These are the same tasks performed in NAEP 2013, however, instead of the in-person preassessment visit before the scheduled assessment date, all of the NAEP School Coordinator activities will be conducted on the MyNAEP restricted-use website.</p>
Item 2-4	Please see attachment - NAEP 2015: «District_Name»'s school scheduled assessment dates, registration status of schools, designation of NAEP School Coordinators, etc.
Item 5	Making the NAEP 2015 administration a success!
	<p>If you would like to review the contents of the MyNAEP website and familiarize yourself with the topics below, your district's MyNAEP Registration ID is: «District MyNAEP Registration ID». As a District user you will not have access to any student information.</p>
Item 6	Please see attachment - NAEP 2015 Expected School Coordinator Timeline
Item 7	

	TIPS MyNAEP Tutorials available under the "Help" page of www.mynaep.com . <u>Click here</u> to watch a quick tutorial and introduction to MyNAEP. For MyNAEP technical difficulties, please contact the NAEP Help Desk via e-mail (naephelp@westat.com), phone (1-800-283-6237), or Live Chat.
Item 8	
	 NOW HIRING NAEP 2015 ASSESSMENT ADMINISTRATORS This opportunity is ideal for retired educators. If you know someone who may be interested in this opportunity, please direct them to: www.westat.com/CAREERS and to learn more about becoming an Assessment Administrator, please <u>click here</u> .

I look forward to collaborating with you and «District_Name» to ensure the successful administration of NAEP 2015.

If you have any questions or concerns, please don't hesitate to contact me. You can contact me during normal working hours at **406.444.3450** or amcgrath@mt.gov.

Sincerely,

Ashley McGrath, NAEP State Coordinator

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Measurement and Accountability Division
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Monday-Friday 8:00 am- 4:30 pm
NAEP Webpage: <http://opi.mt.gov/Reports&Data/NAEP.html>
NAEP Wiki: <http://opi.mt.gov/groups/montananaep/>



Enclosures:

NAEP 2015 Expected School Coordinator Timeline
District School Registration Report